

S-E-C-R-E-T

OTR

OFFICE OF TRAINING REGULATION NO. 20-4

21 December 1953

SUBJECT: OTR Promotion Panels

REFERENCE: OTR Regulation No. 20-5, dated 8 September 1953

1. GENERAL

Effective immediately, there is established in OTR a Professional Promotion Panel and a Clerical Promotion Panel which will review proposed promotion actions in their appropriate fields and make recommendations to the OTR Career Service Board. The Panels will function in accordance with policies established by the OTR Career Service Board and the Director of Training.

2. COMPOSITION

a. Members

Each Panel will be composed of five voting members, a secretary and a recorder. The voting members will be senior officials of OTR selected by the Director of Training to serve on a rotating basis for a period of at least five months. Members will rotate to the Chairmanship on a monthly basis in order of their seniority on the Panel. Order of Chairmanship on the original Panels will be determined by the Director of Training.

b. Secretary and Recorder

The Secretary and Recorder for each Panel will be provided by the Personnel Branch, OTR.

3. PROCEDURES

a. The same procedures as outlined in OTR Regulation 20-5, "Promotion Recommendation," pertain, except that supervisors must submit the completed, two-part promotion recommendations to OTR Personnel Officer ten (10) working days prior to a meeting of the OTR Career Service Board. The meeting date of the OTR Career Service Board is normally the first ~~working day~~ of each month.

to consider promotion

X Tuesday

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b. The Clerical Promotion Panel will meet eight (8) working days, and the Professional Promotion Panel, seven (7) working days, prior to the meeting date of the OTR Career Service Board. The Personnel Branch ^{Section} will be responsible for coordinating meeting dates and informing members of the Panels.

c. ^{for presentation to the three} The recommendations of the two Promotion Panels will be documented ~~and forwarded to the Secretary of the OTR Career Service Board. Recommendations for promotion from clerical to professional positions will be considered by both Panels before presentation to the Board.~~

d. ~~The Secretary of each Panel will attend OTR Career Service Board meetings to present information concerning findings of the Panels.~~

^{in panel} ~~d.~~ The Secretary of the OTR Career Service Board will inform the ^{School} Division or Staff Chief concerned of any actions not approved by the Panels. This will afford him an opportunity to reconsider the promotion recommendation in the light of the findings of the Panel and submit additional information before the action is presented to the Board for decision.



MATTHEW BAIRD
Director of Training

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Distribution: All OTR Personnel

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